

Report for Week Ending 27 March 1957
from
RECORDS DISPOSITION BRANCH

CONTRIBUTIONS

- a. Revised 3 items on FBID Records Control Schedule. The revision establishes a disposal date on 13 cu. ft. of records at the Records Center. The bound copies of Radio Propaganda reports were made the record copy which is retained in the office. This permits destruction of those reports which were retired previously to the Records Center.
- b. The Records Control Schedule for the Office of the Comptroller was returned to the Area Records Officer for reconsideration of certain items on the schedule. A report from the Records Officer indicates that the schedule is still being coordinated with members of the staff.

ASSIGNMENTS: (Active)

Project 6-40 - Office of Central Reference 25X1

Records inventory is continuing in Machine Division. Project is 68% complete.

Project 6-81 - Office of Logistics 25X1

No change from previous report. Project is 99% complete.

Project 6-88 - Office of Logistics 25X1

A Records Management Survey was initiated in the Stock Management and Requirements Section of the Supply Division. This Survey will cover all phases of Records Management including Mail Control, space requirements and Office layout. Project is 5% complete.

NEWS

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The United States Weather Bureau has expressed an interest in examining and perhaps acquiring the Japanese meteorological records now proposed for transfer to the Air Weather Service. The matter is being coordinated with Chief Acquisitions Branch, LY/OCR, Mr. Harshberger, Office of Climatology, U.S. Weather Bureau, and Mr. Leo L. Gerald, Records Officer, Dept. of Commerce.

Discussed with ARO/SO the desirability of obtaining reference service statistics on activity of voluminous case files stored in "I" Building. He proposes to gather data for an IBM run of cases called for over a six month period. This could result in identifying inactive files that should be retired to the Center.

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Contact Division, OO has proposed destruction of questionnaires completed by American Engineering and scientific personnel for National Research Council in 1951-1952. The ARO/OP has been queried in regard to any possible interest of his Office in this material.



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Report For Week Ending 26 March 1957
From
Records Center

During this week the following accessions were made:

OTR	53 Cu. Ft.
OSI	2 " "
OCR	39 " "
DD/P	89 " "
COMPT	154 " "
ORR	12 " "
OO	1 " "
Sub-Total:	350 Cu. Ft.
Finished Intelligence	13 " "
Total:	363 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	21,136 " "
Distribution Material Holdings	10,462 " "
Total:	32,215 Cu. Ft.

Distribution Material Disposed of at Center	4 Cu. Ft.
Distribution Material Transferred from Center	9 " "
Records Disposed of at Center	4 " "
Records Transferred from Center	16 " "

Accessioning

33

The Comptroller's Office retired 154 cubic feet of records in which 149 cubic feet were retired by Finance Registry.

The Security Office has retired a total of 50 cubic feet of Polygraph files to date.

General

A requisition has been submitted for 45 sections of 30 inch shelving and 15 sections of 15 inch shelving to be installed in the processing area and aisles when required. It is anticipated that this shelving will be received in August or September of this year.

15 x 30 = 2700
15 x 30 = 450
3150

[] has completed the Basic Supervision Course at Headquarters.

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[]

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,978	9,932	11,910
DD/P	2,577	6,153	8,730
DD/S	870	6,990	7,860
DD/S (Compt.Grilled Area)	339	141	480
DD/I	356	6,454	6,810
DD/I Grilled Area)	1,846	1,934	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,676	32,544	41,220

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Report for Week Ending 27 March 1957
from
PROJECT STAFF

1. Assignments Active

- a. Reports Management Handbook Draft completed and ready for typing.
- b. Graphics Registry Division Files Survey - During our absence from this project the secretaries for the Division Chief and the Chief of the Film Branch set up their 1957 files according to the subject numeric system. I have inventoried and identified material in the files of the Photograph branch preparatory to developing a file classification plan.
- c. Stock Management and Requirements Section Survey - [] 25X1
began initial fact finding to plan the survey.

2. News

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- a. Met with [] (Writing Workshop) and [] (Reading Improvement School to compare evaluations of the GSA Plain Letters Workshop. We tentatively agreed that similar workshops directed toward Agency writing problems should be conducted at the Operating Office level. 25X1

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- b. [] are scheduled for the GSA Workshop on form and guide letters to be conducted 2-5 April.
- c. Based on recommendations we made during the DD/S Reports Survey, the Office of Logistics has instituted a revised procedure for stating major objectives and reporting on their progress or accomplishments. Objectives will be stated on a standard form, one objective to a sheet. Progress or accomplishment will be reported on the same form. The reporting procedure is tied in with annual budget estimates. 25X1



Report for Week Ending 27 March 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Thirty-four actions were completed during the week which will involve the printing of 1,005,900 copies, or sets, of blank forms. This represents a reduction of about 25% in the number of actions and a decrease of 161,320 copies as compared with last week.
- (2) Actions were completed on six new and six revised forms during the week. One form was redesignated.
- (3) The "Security Check Officer List," Form No. 109, has been completely revised to provide a more usable and efficient form for use throughout the Agency. The size, formerly 8½" x 14", has been reduced to a standard letter size (8"x10½") resulting in approximately 25% paper savings. To meet the requirements of certain DD/P offices, the redesign of this form provides for its use for a twenty-six day work month instead of a twenty-four day work month as heretofore. There are also fifty-six spaces provided on the revision for transferring areas of security responsibility to persons working overtime on work days during the month.

b. Intangible

- (1) Recommendation has been made to the Procurement Division, Office of Logistics that the December shipment of Form No. 238, be rejected because of the spotty and inconsistent imaging qualities of NCR paper. The value of contract under this purchase was \$10,000.
- (2) Recommendation will be made to the Procurement Division, Office of Logistics to reject the delivery of 50,000 sets of Form No. 717 because of the failure on the part of the manufacturer to meet construction specifications.

2. Assignments

a. Active

- (1) Actions are currently pending on ten new and ten revised forms.
- (2) Evaluations are currently being made on three Employee Suggestions

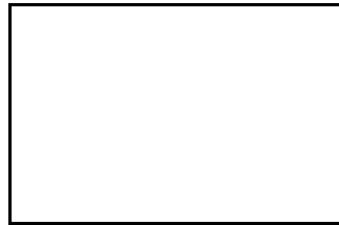
3. News

- 25X1 a. Arrangements have been made for a meeting between [] of this office and [] of NSA regarding the experience of this Agency with NCR paper. 25X1
- 25X1 b. [] is presently taking the ^{IDP} ~~Executive~~ ^{NEW YORK} ~~Executive~~ Course in ~~Executive~~ ^{Executive} N.Y. [] is currently scheduled to attend the Records Management Course to be conducted by American University from 3 June 1957 through 14 June 1957. It is understood that Miss. [] Area Records Officer, Office of Communications, is also planning to attend this Records Management Course. Mrs. [] is currently attending the Basic Management Course conducted by the Office of Training.
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- c. On Monday of this week [] met with Mr. Winders and Major McDermott of Office of the Secretary of Defense and discussed matters pertaining to the dissemination of teletype Information Reports.
- d. During the past week [] met with two IAC-AHIP groups. The first group, having to do with Document Security Indications, met on 21 March 1957. The second group, having to do with the development of a common Information Report format, met on 22 March 1957. The minutes of each of these meetings are attached.

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